# Student Loan Application Checklist for 2017-2018

**Priority dates and deadlines**

**STEP 1:** Complete the online *Free Application for Federal Student Aid (FAFSA)* for 2017-2018 to determine your eligibility for federal loans. Use school code 001739 to designate NU as a recipient.

**STEP 2:** Complete a 2017-2018 *Request for Student Loans form* if you are a:
- continuing student (all programs)
- PhD student (all programs)
- new student in any of the following programs:
  - BS/MS student (graduate students only)
  - Healthcare Quality and Patient Safety
  - Master of Fine Arts
  - Plant Biology & Conservation

* Complete the form online via the link in your To Do list on CAESAR or print the PDF.

**WAIT:** You will receive an email “award” notice** once your loan eligibility has been determined.

**NOTE:** If you are receiving assistance other than loans (scholarships, fellowships, grants, etc.), your funding must be entered in CAESAR before your loan eligibility can be determined. If your program provides this information on a quarterly basis, your loan(s) may be processed based on an estimate of the expected funding.

**STEP 3:** Accept or decline your loans online via CAESAR at Student Financial Services > Accept/Decline Financial Aid.

If you wish to reduce your loan(s), check the “Accept” box(es) next to the loan(s) and the loan amount(s) will activate for adjustment. For students with more than one loan type, reductions should be made in the following order:

1. Federal Direct GradPLUS Loan - highest interest rate and origination fee
2. Federal Direct Unsubsidized (Stafford) Loan – slightly lower interest rate and origination fee

**STEP 4:** Complete online *Entrance Counseling* if you are borrowing a Federal Direct Unsubsidized (Stafford) Loan AND/OR Federal Direct GradPLUS Loan for the first-time at NU. See your To Do list in CAESAR.

**STEP 5:** Complete a Master Promissory Note (MPN) for your Federal Direct Unsubsidized (Stafford) Loan if you are borrowing a Federal Direct Unsubsidized (Stafford) Loan for the first-time at NU. See your To Do list in CAESAR.

**STEP 6:** Complete a Master Promissory Note (MPN) for your Federal Direct GradPLUS Loan if you are borrowing a Federal Direct GradPLUS Loan for the first-time at NU. See your To Do list in CAESAR.

**STEP 7:** Complete a Request for Financial Aid Review form if Student Financial Services has informed you that you are not eligible for additional loans and you wish to appeal their decision. Supporting documentation of your special expenses (e.g. unpaid medical, childcare, computer purchase) must accompany the form.

**NOTE:** All email communication referred to above will be sent to your NU email address. It is your responsibility to have your NU email forwarded to your preferred email address.

You must reapply for loans each academic year.

You have the right to cancel or reduce your loans. All such requests must be submitted in writing to Student Financial Services from your NU email address; by fax to (847)467-2451, or to the address at the top of the page.